Self Service "My Biz"
Module I, Chapter 1
Before You Begin

Introduction

The Self Service Employee "My Biz" provides employees the ability to access their DCPDS employment-related information. The following pages provide a brief overview of how to access My Biz.

Contents

Logging into My Biz

To access *My Biz,* navigate to the link provided by your Human Resources Office (HRO) office. The following login screen will display. Enter User Name and Password. The default user name and password will be provided by your servicing HRO.

Figure 1

Changing the Default Password

After successfully entering the default user name and password, first time users will be directed to the Change Password window. **NOTE:** If you are a current DCPDS user, use your current user name and password to access the My Biz responsibility.

Figure 2

Enter the following data elements:
- Old Password – This is your default password
- New Password – Passwords are case sensitive and must contain at least 9-characters using a combination of both upper and lower case letters, and special characters, including at least one of each (e.g., GemPagd2!)
- Repeat New Password
- Security Questions – This question must be answered before continuing, it will be necessary to have completed a security question to reset a forgotten password. Select one of the available questions.
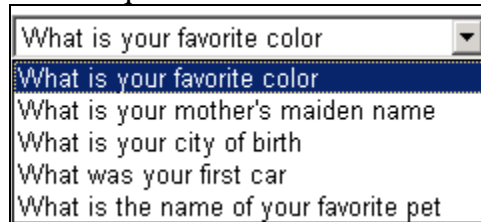

Figure 3

- Answer – The answer provided here will be used to complete user validation if password reset is ever required.
- Email Address – This field is available to current users and will be used for the Self Service Appraisal process.
- To save click the [Apply] button.

Resetting My Biz Password
If you forget your 'My Biz' password, the following steps can be used to reset the user account. From the Login screen click the [Forgot your password?] link.
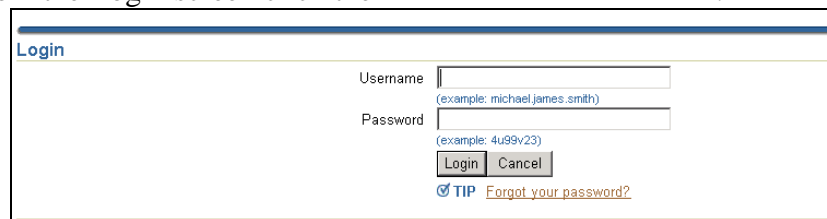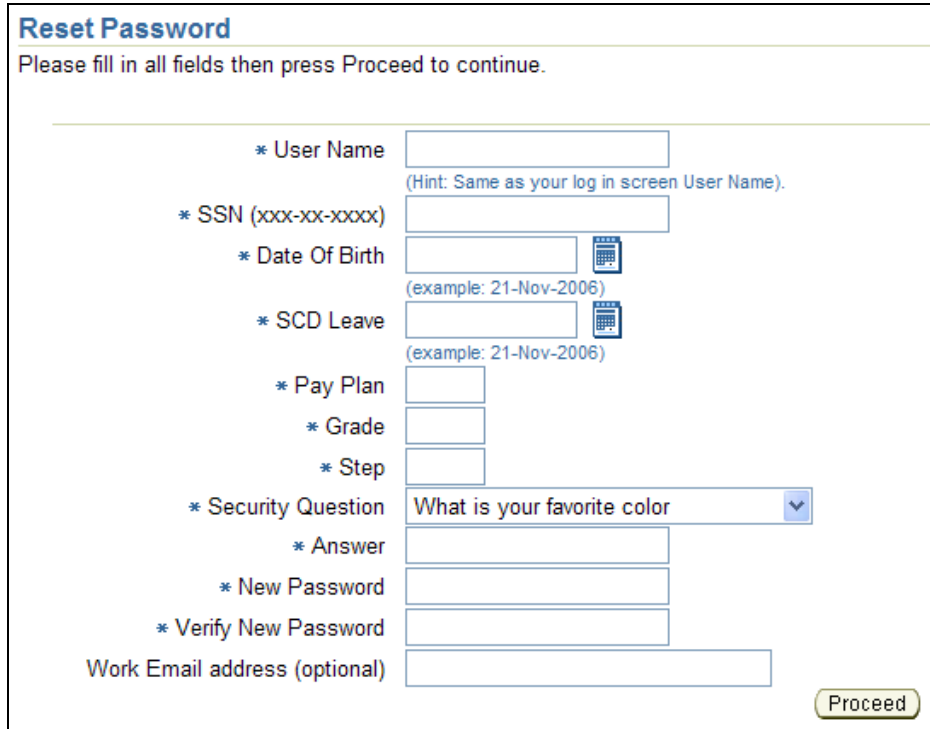

Figure 4

You will be directed to the Reset Password window. To reset a forgotten password you must input the following information:
- Username
- SSN
- Date of Birth
- SCD Leave
- Pay Plan
- Grade
- Step
- Security Question - the security question is the question you answered at the time you first logged into to My Biz when prompted to reset the default password. This question must be answered correctly before you will be allowed to continue the

reset password function. *Users who cannot remember the answer to their security questions will be directed to contact their HRO for help in resetting their password.*

Figure 5

Click the [Proceed] button. You will be returned to the main login screen, type in your usename and new password to continue.

Figure 6

After successfully entering the username and password the My Biz "home page" will
display.

Figure 7

Navigating in My Biz

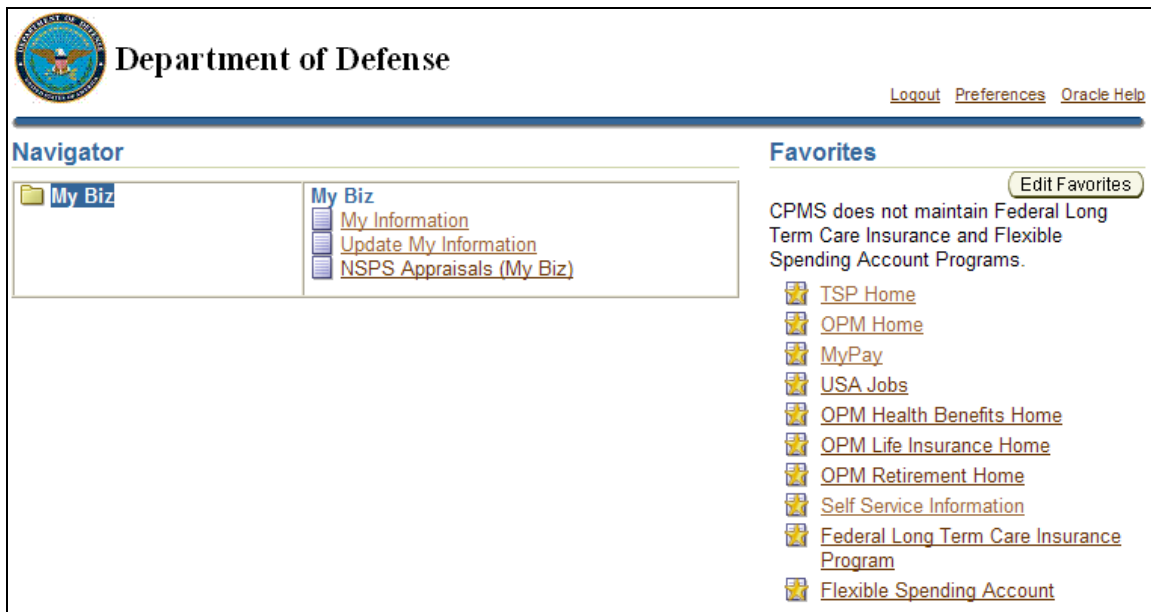**Figure 8**

The web page displays with three columns. The left column displays all of the User's
Responsibilities;

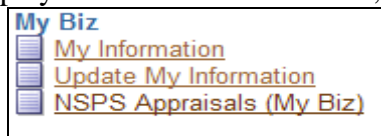The column in the middle displays the available Functions;

Figure 9

My Information – provides employee with a view of their employment related information

Update My Information – allows employees to update limited employee data

NSPS Appraisals (My Biz) – allows employees to interact with their supervisor during the appraisal process

The column on the right is your stored Favorites.

Figure 10

When navigating within My Biz, users must use appropriate icons, buttons and links to navigate through the screens. The 'Back' button must not be used while navigating within My Biz.

Other Features

Home
To return to the homepage from anywhere in the application click Home link.
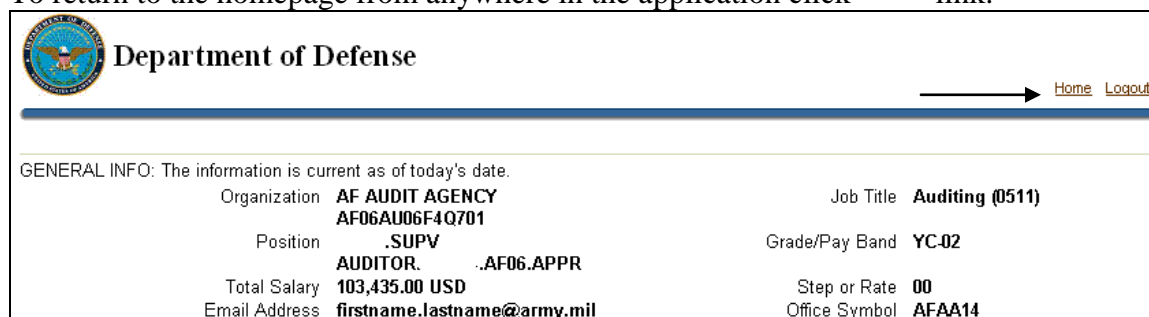
Figure 11

You are returned to the homepage
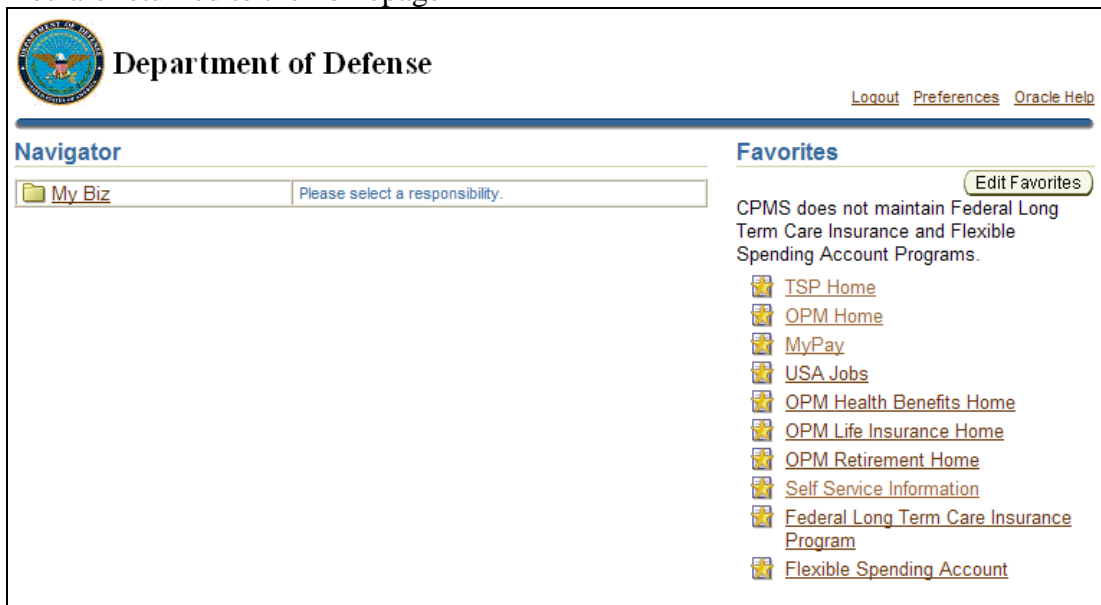
Figure 12

Logging Out of My Biz

To properly logout click the Logout link at the top or bottom of page.

Figure 13

Figure 14

You are returned to the login screen. To ensure your personal information is protected, close the Internet browser after logout is complete.

Creating Favorites in My Biz

Favorites allow employees to access links to their My Biz homepage for quick access to commonly used sites. Click the Edit Favorites button to make changes to your Favorites.

Figure 15

To add a "favorite" website, click the **Add URL** button.

Figure 16

Type the name of the web site you want displayed on your homepage; then type the URL information and click the **Apply** button.

Figure 17

After applying the changes, the homepage displays with the new link under the Favorites column. In this case, Federal Register website has been added to the favorites list.

Figure 18

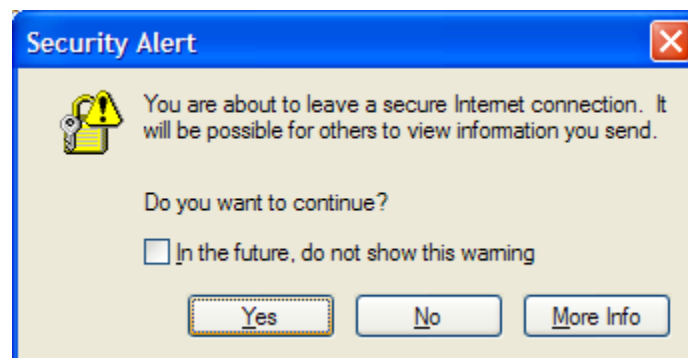To access a favorite web site, double click on the link. A Security Alert window will appear, click [Yes] to continue.

Figure 19

Note: To return to My Biz you must use the Back button.